

April 11, 2012

**ITEM NO. B2**

**RATIFICATION TO EXERCISE PAYMENT OF SALARIES AND ADMINISTRATIVE COSTS FROM JANUARY 1, 2012 THROUGH APRIL 17<sup>TH</sup> 2012 AND EXERCISE THE FIRST ONE-YEAR OPTION RESERVED UNDER CONTRACT NO. 1016 WITH WINDOWS OF OPPORTUNITY, INC., TO EXTEND THE CONTRACT FOR THE PERIOD OF APRIL 18, 2012 THROUGH DECEMBER 31, 2012.**

To the Honorable Board of Commissioners:

**RECOMMENDATION**

It is recommended that the Board of Commissioners authorize the Chief Executive Officer or his designee to ratify the payment of salaries and administrative costs from January 1, 2012 through April 17<sup>th</sup> 2012, and exercise of the first one-year option reserved under Contract No. 1016 with Windows of Opportunity, Inc., to extend the contract for the period of April 18, 2012 to December 31, 2012, in an amount not-to-exceed \$330,000.00; and additionally authorize the contribution of \$100,000.00 to the Scholarship Fund administered by Windows of Opportunity, Inc.

**RECOMMENDATION SUMMARY**

Funding Code: 9000-100-435-4230001

<b>Contractor:</b>	Windows of Opportunity, Inc. Crystal Brown-Black, 60 East Van Buren. 11 <sup>th</sup> Fl. Chicago, Illinois 60605
<b>Contract Type:</b>	Professional Services
<b>Original Contract Amount:</b>	\$660,000 (\$330,000.00 annually)
<b>First Option Amount:</b>	\$330,000.00
<b>Option Period (s) Remaining:</b>	One (1)
<b>New Total Contract Amount:</b>	\$990,000.00
<b>Original Contract Term:</b>	January 1, 2010 – December 31, 2011
<b>1<sup>st</sup> Option Term-Amendment No. 2:</b>	January 1, 2012 – December 31, 2012
<b>MBE/WBE %:</b>	Waiver
<b>Section 3:</b>	1.5%
<b>Non-Contractual Scholarship Fund Contribution:</b>	\$100,000.00

## **GENERAL BACKGROUND**

Windows of Opportunity, Inc., an Illinois not-for-profit corporation with 501 (c)(3) status, was founded in 1989 as a means to address the “human side of public housing.” The purpose of Windows of Opportunity, Inc. (“Windows”) is to address the needs of the public and assist housing residents through ongoing communication between Chicago Housing Authority (“CHA”) departments and residents, and other businesses, cultural, social, educational and philanthropic organizations and communities. Windows serves as a fiscal agent/administrator for grants and funds received from public, private, and corporate funds for the CHA.

Exercising the first reserved option under Contract No. 1016 will authorize Windows to continue performing the services to and on behalf of the CHA and CHA residents, including: (1) to raise funds for new and ongoing resident initiatives (e.g., scholarship program); (2) as requested by CHA, to serve as fiscal agent to the CHA at the discretion of its Board of Directors, and receive grants or contributions whose acceptance requires a not-for-profit status or cooperative arrangement with a not-for-profit organization; (3) to form and maintain partnerships and linkages with outside community groups, service providers, and funding sources; and (4) to work closely with CHA staff and residents to identify gaps in services and seek resources to fill those gaps in line with Windows’ mission.

The first option year term of Contract No. 1016 shall be for twelve months, beginning January 1, 2012 and continuing through December 31, 2012, and shall maintain the current annual compensation amounts in addition to the prevailing terms and conditions of the current contract, resulting in the new total not-to-exceed compensation for the contract in the amount of \$990,000.00. At the end of the twelve-month option term, recommendations will be made regarding the role Windows will fulfill in supporting the CHA’s efforts to improve the quality of life of public and assisted housing residents. As a stated condition of its contract, Windows will undergo a random audit of its programs, services, fiscal practices and policies at the discretion of the CHA. The benchmarks in the following areas must also be satisfied as material conditions of the contract:

- Fundraising
- Fiscal Management
- Board development
- Communications
- Staffing
- Projects/Programming

The CHA will require a monthly written report, specifying progress made in each area. In addition, the CHA shall receive oral and written presentations from Windows to be made to the CHA Board of Commissioners on a quarterly basis. The detailed reports shall be attached to all invoices submitted for payment by Windows. These specific terms and scope of these requirements shall be incorporated as an addendum to Windows’ contract.

During the term of contract, the CHA will donate office space to Windows on an in-kind basis. In addition to its exercise of the option reserved under the Contract No. 1016 with Windows, the CHA shall make a donation in the amount of \$100,000.00 to the Scholarship Fund administered by Windows, for the purposes of continuing CHA’s support of scholarship opportunities for residents.

Based upon the foregoing, it is in the best interest of the Chicago Housing Authority to ratify the payment of salaries and administrative costs from January 1, 2012 through April 17th 2012, reserved under Contract No. 1016 with Windows of Opportunity, Inc., and exercise of the first one-year option to extend the contract for the period of April 18, 2012 to December 31, 2012, in an amount not-to-exceed \$330,000.00, and to authorize the contribution of \$100,000.00 to the Scholarship Fund administered by Windows of Opportunity, Inc.



**RESOLUTION NO. 2012-CHA-28**

**WHEREAS,** the Board of Commissioners has reviewed the Board Letter dated April 11, 2012, "RATIFICATION TO EXERCISE PAYMENT OF SALARIES AND ADMINISTRATIVE COSTS FROM JANUARY 1, 2012 THROUGH APRIL 17<sup>TH</sup> 2012 AND EXERCISE THE FIRST ONE-YEAR OPTION RESERVED UNDER CONTRACT NO. 1016 WITH WINDOWS OF OPPORTUNITY, INC., TO EXTEND THE CONTRACT FOR THE PERIOD OF APRIL 18, 2012 THROUGH DECEMBER 31, 2012.

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** that the Board of Commissioners authorizes the Chief Executive Officer or his designee to ratify the payment of salaries and administrative costs from January 1, 2012 through April 17th 2012, reserved under Contract No. 1016 with Windows of Opportunity, Inc., and exercise of the first one-year option to extend the contract for the period of April 18, 2012 to December 31, 2012, in an amount not-to-exceed \$330,000.00; and additionally authorize the contribution of \$100,000.00 to the Scholarship Fund administered by Windows of Opportunity, Inc.

